

**SPRING 2020****Nita M. Lowey 21<sup>st</sup> Century Community Learning Centers (21<sup>st</sup> CCLC)  
Teacher Survey Instructions**

**NOTE:** *In response to the COVID-19 pandemic, the administration of teacher surveys is **OPTIONAL** for all Wisconsin 21<sup>st</sup> CCLC grantees in Spring 2020.*

**Background:** Under normal circumstances, teacher survey data are included in the Annual Performance Report (APR), a federally-required end-of-year report for 21<sup>st</sup> CCLC grantees. These surveys are typically administered prior to the end of the school year and reported in the spring "Outcomes" section of the APR report in the Cayen system.

The DPI recognizes the burden the teacher survey may present to 21<sup>st</sup> CCLC staff and teachers given COVID-19-related school and program closures. Therefore, **programs are not required to administer the teacher survey this year**. The state requirement of submitting teacher surveys for 75 percent of regular attendees has been waived. Grantees should consult with school and district administration on whether or not to pursue the administration of teacher surveys. DPI is currently seeking further guidance from the federal Department of Education regarding this federal requirement and will provide additional information to the field about the reporting of outcomes-related data when it becomes available.

**Guidelines for Sites Choosing to Administer Teacher Surveys in Spring 2020**

If a program decides to administer teacher surveys, surveys should be distributed to the teachers of students in the program who were regular attendees as of March 18, 2020, or the last day the program offered in-person programming (i.e., had attended 30 or more days in-person between the start of the program year and March 18, 2020, or the last day in-person programming took place).

- For elementary school students, surveys should be completed by the student's classroom teacher.
- For middle school and high school students, surveys should be completed by a teacher who had the student for at least a semester and can evaluate the student's homework completion, class participation, and classroom behavior.

## There are two ways of collecting teacher surveys during COVID-19 school closures.

- Electronically using the Cayen System:
  - Note: this option is only available for those who have regularly tracked attendance data in the Cayen System through March 18, 2020, or the last day that in-person programming was offered.
  - The Cayen System will send an automated email to all district admin-level Cayen users containing a digital teacher survey link for all students who attended 30 or more days of programming (as recorded in Cayen through March 18, 2020). These links can be distributed via email to the students' teachers. Each of these links will take the teacher to the Cayen System, where they will fill out the three-item teacher survey for a given student. Results will be automatically tallied and uploaded directly into the Cayen APR report.
  - For visual instructions, see webinar (recorded March 12, 2020): [Cayen Webinar on Student, Parent, and Teacher Surveys](https://www.cayen.net/documents/CayenAS21SurveyTraining_Wisconsin_20200312.mp4) ([https://www.cayen.net/documents/CayenAS21SurveyTraining\\_Wisconsin\\_20200312.mp4](https://www.cayen.net/documents/CayenAS21SurveyTraining_Wisconsin_20200312.mp4)).
- Distribute hard copies of the survey to teachers (mailing surveys, etc.):
  - A Word version of the survey is available on the DPI 21<sup>st</sup> CCLC website: <https://dpi.wi.gov/sspw/clc/performance-report>.
  - If sites distribute hard copies of the survey, the results must be manually calculated and entered into the Outcomes tab of the Cayen APR override page. Follow the directions below to calculate the two numbers needed for the report in the Cayen System.

## Manually Calculating Teacher Survey Outcomes (if distributing hard-copies of surveys)

- The teacher survey consists of three questions:
  - Question 1 is related to homework completion.
  - Question 2 is related to class participation.
  - Question 3 is related to classroom behavior.
- When reporting teacher survey data into the APR Report, you will be asked to report two numbers:
  - The number of students who showed improvement or did not need to improve in homework completion **AND** class participation.
  - The number of students who showed improvement or did not need to show improvement in classroom behavior.

- To calculate the first number (Homework and Participation):
  - Count the number of students whose teachers marked:
    - Question 1 - "A" (Did Improve), "D" (Did Not Need to Improve), or "E" (Not Applicable).
    - \*\*\*AND\*\*\*
    - Question 2 - "A" (Did Improve) or "D" (Did Not Need to Improve).
  - Students must be marked "Did Improve" or "Did Not Need to Improve" in BOTH homework completion and class participation in order to be counted. The only exception to this is if a teacher marked "Not Applicable" in answer to Question 1.
- To calculate the second number (Behavior):
  - Count the number of students whose teachers marked "A" (Did Improve) or "D" (Did Not Need to Improve) for Question 3 on the teacher survey.
- The APR system requires users to report teacher survey data according to two grade bands: grades K-5 and grades 6-12. If your program serves students in grades K-8, you will report separately on grades K-5 students and sixth- eighth-grade students.
- For each grade band, you will report separately on students who have attended 30-59 days, 60-89 days, and 90 or more days.

**To enter the calculated teacher survey data into Cayen (when distributing hard-copies of surveys), follow these steps:**

- 1) Navigate to the APR report: *Reports* → *CLC APR by Reporting Period* → *APR Report*
- 2) Generate the *Spring 2020* report in *Web Viewable (HTML)* format.
- 3) An APR Verification Page may appear if there is missing data. If the APR Verification Page appears, either choose to enter the missing data that is being flagged or choose to bypass it by selecting *View Report with APR Verification Failures*. This will take you to the APR page.
- 4) At the bottom of the APR page, select the blue bar labeled: **Override these Values, then Certify**
- 5) In order to access the Outcomes override page, you will first need to save the Activities, Staffing, and Participation override pages (click the green **Save** bar at the bottom of each page).
- 6) Enter the teacher survey data on the Outcomes override page and save the information.

For visual instructions, please watch the following webinar: [Webinar on Submitting APR in Cayen.](#)

**Have questions? Need help?** Contact [Michael Holstead](#) at UW-Green Bay (holsteam@uwgb.edu; 920-366-9805) or [Tanya Morin](#) at DPI (Tanya.Morin@dpi.wi.gov; 608-267-9393).